2009 Record Code Table Information Sheet for Corporate Request for Change Coupons

Corporate Request for Change Scanline and Design Clarification for Software Developers (To be used in conjunction with the *Scanline Spec Sheet*.)

The approximate size of a Corporate Request for Change Coupon is not to exceed 8 ½" x 3 ¾". Request for Change coupons are to be personalized with the taxpayer's name, address and other variable information. Variable information can be displayed in any readable font that fits within the space provided.

There is one scanline for each personalized coupon. It is 54 characters in length. The scanline must be in OCRA font. It must appear at the center of an invisible block on each form whose base is 2.4" from the bottom of the form and whose top is 2.9" inches from the bottom of the form. The scanline must begin .25" to .50" away from the left edge. Print quality of the scanline must be at a 99% rate.

All CorporateRequest for Change Coupons must pass both a *Design Approval* process and a *Test Document* process.

For Design Approval, e-mail a PDF or mail a hardcopy of the coupon to the Delaware Division of Revenue.

This coupon does not need to be personalized.

For Test Document Approval, please mail only pre-cut hardcopies to the Division of Revenue.

One test document must be submitted for each tax period end date.

All test documents must be personalized with sample variable information.

All must include (somewhere on the coupon) the name of the software company for identification purposes.

Mail to: Angela Moffett Delaware Division of Revenue 820 N. French Street Wilmington, DE 19801

Scanline Information for Corporate Request for Change Coupons (Form CREQ):

For Form:	Form Label	Revenue Code	Sub-Type	Filing Frequency	Tax Period End Date
1100-T	CREQ 9501	0038	99	09	Last Day of Tax Year
1100-P	CREQ 9601	0094	99	09	Last Day of Tax Year

Sample Design of Corporate Request for Change Coupon:

Information highlighted below in **Red** is unique to each Corporate Tentative form. Variable information is highlighted in **Purple**.

CREQ 9501

DELAWARE DIVISION OF REVENUE PO BOX 8750

WILMINGTON, DE 19899-8750

REQUEST FOR CHANGE

New Booklets Will Be Issued for Account Number & Tax Year Ending Changes Only

CORRECT TAX YEAR ENDING DATE 12-31-08	ACCOUNT NUMBER CF	ACCOUNT NUMBER CHANGE		REASON FOR CHANGE		
ACCOUNT NUMBER 1-234567890-00	1	CORRECT BUSINESS LOCATION ADDRESS				
OUT O BUSINESS MAILING ADDRESS ABC Cleaners 121 Main Street Dover, DE 19901	THE PROPERTY OF THE PROPERTY O	ADDRESS CITY CORRECT NAME	MAILING ADDRESS I	STATE F DIFFERENT F	ZIP CODE ROM ABOVE	
AUTHORIZED SIGNATURE	DATE DATE	ADDRESS		STATE	ZIP CODE	